



Tender No. MMTC/BGLR/Admin/Vehicle- Hiring/2019-20

Dt:04/09/2019

**Notice Inviting Limited Tender for Hiring of Vehicle for Office and Providing
Vehicles on spot booking basis.**

MMTC Limited, Sub-Regional Office, Bengaluru (A Government of India Enterprise) intends to empanel reputed/experienced Travel Agencies for hiring of Cars on Spot basis.

MMTC requires vehicle types depending on the requirement on spot booking basis as and when required.

The Bidders may submit their offer in sealed envelope super scribing **“Technical bid for hiring of cars” and “Price bid for hiring of cars”**. Both envelop to be sealed in one envelop super scribing **“Submission of bid for hiring of cars, tender no. MMTC/BGLR/Admin/Vehicle- Hiring/2019-20 Dt: 04/09/2019.**

Each and every page of the document submitted should be signed by the bidder as a token of acceptance of all the terms and conditions of the tender. Financial/Price bids of only those technically qualified Travel Agencies will only be opened for further consideration.

The Travel Agencies desirous of participating in the tender shall be required to submit Deposit Earnest Money (EMD) as per details given in Technical parameters for pre-qualification of tender. EMD of unsuccessful bidder will be refunded immediate after evaluation of Bid. However, EMD of successful bidder will be converted into the security deposit and same will be returned within 10 days after expiry of the contract.

The Bids completed in all respect can be dropped in the Tender Box placed at MMTC Limited, Ground Floor, Shikshak Sadan, KG Road, Bengaluru – 560 002, **latest by 12.00 hours (IST) on 20.09.2019. Tender box will be opened at 15.00 hours on 20.09.2019.**

Kariyappa T.H.
Manager (Admin)

Bengaluru
04/09/ 2019

TECHNICAL PARAMETERS FOR PRE-QUALIFICATION OF TENDER

1. The **Travel Agencies must own a fleet of minimum 5(Five) cars in the name of the Firm/Owner/Partners of the Agency.** The list of Cars along with photocopies of RC Book/Permit/Insurance as a proof of Ownership to be enclosed. Vehicles offered for deployment and should conform to latest emission norms. The Vehicles offered should also have comprehensive Insurance
2. The vehicles **should not be more than two Year old on the date of opening of the Tender, offered vehicle** must be registered with a Transport Authority of Karnataka only.
3. Travel Agencies must have experience of deployment of Cars to PSU/Government Offices in Karnataka for at least one year in the recent past. Copies of work order(s) to be attached along with Technical Bid. Preference will be given to those having experience and existing/past contracts with State/Central Government organizations.
4. Travel Agencies/ Bidders should have Bank Account/ PAN / GST Registration in their own name. Copies of said certificate to be attached along with Price Bid
5. The Vehicles offered should be in good running condition with clean interiors and proper upholstery etc. and should always be well maintained
6. The Drivers engaged by the Travel Agencies must have valid Licenses and should be well acquainted with roads/Government Offices/Banks/other important locations of Bengaluru .
7. Bids must be accompanied with **EMD for an amount of Rs. 5,000/- (Rupees Five Thousand)** in the form of DD/BC in the name of MMTC Limited, payable at Bengaluru. Firms registered under MSME/NSIC are exempted for submitting the EMD as per the rules applicable to **MSMEs.**

TERMS AND CONDITIONS FOR HIRING OF CARS

- 1) The Cars Vehicles offered for deployment for MMTC should conform to latest Emission Norms and should not be more than two Years old on the date of opening of the Tender and should be registered as Taxi with yellow number plate. The Vehicles should have comprehensive insurance and should possess all registration certificates, permits, pollution certificates etc. The Vehicles should be free of accident and also free from cases pending before Police Authority/Court.
- 2) Travel Agencies are required to be registered with the GST authorities and provide GSTIN No, if they are not exempted.
- 3) Drivers deployed by the Travel Agencies must possess valid License for driving passenger Cars. The drivers shall be direct employees/engaged by the Travel Agencies and shall have no link whatsoever with MMTC Ltd.,
- 4) The drivers deployed by the Travel Agencies should wear uniform and should be polite and courteous with the occupants. In case of any default or offence by the driver, the same shall be sorted out directly by the Travel Agencies with the parties concerned and MMTC shall have no direct or indirect involvement whatsoever.
- 5) The vehicle along with driver shall report to MMTC Office, K.G Road, Opp: Cauvery Bhavan, Bengaluru-2 as and when required on spot basis.
- 6) The age of drivers should be between 21 to 50 years.

- 7) The drivers deployed in the vehicles provided to MMTC should always possess valid & relevant Personal Insurance.
- 8) Vehicle should have sufficient fuel at the time of reporting at office premises and shouldn't require filling during travelling hours.
- 9) The vehicle hired by MMTC shall be provided with a logbook. The driver of the vehicle shall record the particulars of journey in the trip chit and get the signatures of officials of MMTC using the vehicles each time after the journey is completed. Such trip chit, complete in all respects shall be required to be surrendered to the car cell at the end of the trip and shall be required to submit their bills to In-Charge of Car cell at MMTC Limited, Shikshak Sadan, KG Road, Bengaluru - 560002 for their scrutiny and payment.
- 10) The Travel Agencies shall adhere to administrative instructions issued by the In-charge of Car Cell/concerned officer of MMTC from time to time regarding deployment of the cars hired by MMTC.
- 11) The Rates quoted by the Travel Agencies shall be valid for a period of Two Years from the date of signing of the Contract. No increase in the rates shall be considered as a result of increase/decrease in price of fuel in the market.
- 12) PENALTY: In the event Travel Agencies fail to provide a vehicle a sum of Rs.1000/- per occasion shall be deducted from the bills of such Travel Agencies.
- 13) In case of break-down/technical problem en-route arises for the car provided; the Travel Agencies should make alternative vehicle/arrangements for the journey/day immediately.
- 14) In case the driver misses the assigned duty before or after reporting, he shall not be allowed to claim any mileage for that day.
- 15) The Travel Agencies shall keep the vehicle hired by MMTC in perfect working condition and carry out regular servicing of vehicles. Travel Agencies will be required to intimate MMTC well in advance of such service/maintenance work. In such cases they will be required to provide a suitable substitute vehicle of the same segment till such time the regular vehicle resumes its normal duty.



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- 16) If during the validity of the contract any material particulars provided by the Travel Agencies are found to be untrue or have concealed any information, the contract is liable to be terminated. The Travel Agencies shall be required to comply with all Laws of land, formalities, Rules of Govt./Courts applicable for hired cars and shall keep MMTC fully indemnified.
- 17) MMTC reserves the right to accept or reject any or all offers without assigning any reasons thereof
- 18) Tampering of meter in any way is not permitted. In case of such incidence coming to notice, the contract shall be terminated forthwith.
- 19) Mileage to commence from MMTC premises in case of vehicle engaged on spot basis. However, the closing meter reading shall be appended with MMTC premises to Travel Agencies location at a maximum of 10 Kms with a reporting time of 30 minutes.
- 20) The **contract with the successful bidder will be initially for a period of two years**. Further the contract further can be extended for another one year with the same terms and conditions subject to satisfactory services in the initial period. In case of unsatisfactory services during the tenure of the contract MMTC reserves the right to terminate the contract by giving one-month prior notice.
- 21) The successful Bidder/travel Agency shall execute an agreement with MMTC LTD on the basis of agreed terms & conditions between the parties hereto.
- 22) Security Deposit: **EMD as deposited by the successful bidder will be converted into the security deposit** and same will be returned within 10 days after expiry of the contract.
- 23) Force Majeure: In the event of either party being rendered unable by force majeure to perform any obligation required to be performed by them under the tender/ contract, the relative obligation of the party affected by such force majeure shall be suspended for the period during which such cause lasts.
- 24) Termination: Notwithstanding anything contained hereinabove, MMTC has the right to terminate the agreement with the Travelling Agency by giving one month's notice at the address appearing hereinabove.

- 25) Dispute Resolution: The Clarifications/Disputes, if any arising out of or relating to any point(s) or clause(s) of this agreement includes interpretation of terms of the agreement shall be resolved through joint discussion of the authorized representative(s) of both the parties. However, the decision(s) of the Additional General Manager(I/C) MMTC Limited, Bengaluru would be final and binding on both the parties.
- 26) Jurisdiction: All matters connected with the tender/contract shall be governed by exclusive jurisdiction of the courts at Bengaluru
- 27) MMTC reserve the right to accept or reject the tender without assigning any reason to the bidder, any request of the bidder on this issue will not be entertained.

In the event of any doubt regarding the terms and conditions/formats, the person concerned may seek clarifications from the authorized officer of MMTC, whose details are as follows:-

Mr. B.Krishnamurthy, AGM (I/C), 080-22534801, 9482498807
bkmurthy@mmtclimited.com

Mr. Kariyappa T H Manager (Admn) 080-22534820, 9480932280
kariyappa@mmtclimited.com



TECHNICAL BID

Limited Tender for Hiring and Providing Vehicles On spot booking basis

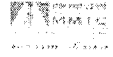
1.	Name of Firm	:	
2.	Type of Firm (Proprietary, Partnership, Company) and name of proprietor, Partner, Director	:	
3.	Main Business activity of Firm/ Partnership Company	:	
4.	Date of Registration of Firm/Partnership/Company	:	
5.	Bank Account No./ Bankers Name/ Branch Address	:	
6.	Income Tax/ PAN	:	
7.	GSTIN No.	:	
8.	EMD, Amount and details of DD/BC	:	
9.	Details of MSME/NSIC certificate and validity shall be indicated along with copy of the same to be enclosed	:	

Note: Bid will not be qualified without EMD unless MSME/NSIC certificates are enclosed.

Signature with date _____

Name _____

Designation _____



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Dt:04/09/2019

PRICE BID

Tender for Hiring and Providing Vehicles On spot booking basis

We require Vehicles of various types depending on the requirement on spot booking basis as and when required,

1. SPOT Booking Rates for Local:

Parameters	INNOVA/TAVERA A/C	INDICA A/C	INDIGO/ETIOS A/C
Full day 80 Kms and 08 hrs			
Half day 50 Kms and 5 hrs			
Quarter day 30 Kms and 3 hrs			
Extra Charges per Km.			

2. SPOT Booking Rates for Outstation but return on same day:

Parameters	INNOVA/TAVERA A/C	INDICA A/C	INDIGO/ETIOS A/C
Per Km			

Signature _____

Name _____

Designation _____
(Stamp/Seal)

MMTC TENDER INPUT FORM IN WWW.MMTCLIMITED.COM

TENDER FILE NO.	MMTC/BGLR/Admin/Vehicle- Hiring/2019-20
TENDER TITLE	PROVIDING CAR ON NEED BASED, DAY TO DAY BASIS/SPOT
DIVISION	ADMINISTRATION
EMD VALUE TICK (RS)	Rs.5000/-
DOCUMENT COST (IF ANY)	NIL
TENDER TYPE (PRICE CIRCULAR, OPEN, AUCTION, EMPANELMENT, EOI)	OPEN
NO. OF BIDS	2
WORK SITE LOCATION	SRO, BENGALURU
TENDER ISSUE OF OFFICE ADDRESS	GROUND FLOOR, SHIKSHAK SADAN, KG ROAD, BENGALURU – 560 002
TENDER SUBMISSION ADDRESS	SAME AS ABOVE
PRE-BID MEET DATE (IF ANY) DATE / TIME	NIL
TENDER PUBLISHING DATE / TIME	10.30 hrs on 05.09.2019
DOCUMENT DOWNLOADING END DATE / TIME	12.00hrs on 09.09.2019
BID SUBMISSION START DATE / TIME	10.00hrs on 17.09.2019
BID SUBMISSION CLOSING DATE / TIME	12.00hrs on 20.09.2019
BID OPENING DATE / TIME	15.00hrs on 20.09.2019

APPROVED BY NAME & DESIGNATION

CPPP (CENTRAL PUBLIC PROCUREMENT PORTAL) TENDER INPUT FORM FOR

WWW.EPROCURE.GOV.IN

1.	TENDER REFERENCE NO.	MMTC/BGLR/Admin/Vehicle-Hiring/2019-20
2.	TENDER TYPE (OPEN, EOI, AUCTION)	OPEN
3.	FORM OF CONTRACT (BUY, SALE, WORKS)	WORKS
4.	NO. OF COVERS (1,2,3)	2
5.	EMD (YES / NO)	YES
5A.	IF EMD YES (AMOUNT IN RS.)	RS.5,000/-
5B.	EMD PAYABLE IN FAVOUR OF	MMTC LIMITED
5C.	EMD PAYABLE TO	MMTC LIMITED
6.	TECHNICAL BID (YES / NO)	YES
7.	FINANCIAL BID (YES / NO)	YES
8.	WORK DESCRIPTION	PROVIDING CAR ON NEED BASED, DAY TO DAY BASIS/SPOT
9.	TENDER VALUE (IF ANY)	NIL
10.	BID VALIDITY DAYS	180 DAYS
11.	JOB TO BE COMPLETED IN HOW MANY DAYS / MONTHS	NEED BASED, DAY TO DAY BASIS/SPOT
12.	PRODUCT CATEGORY	CONTRACT
13.	CONTRACT TYPE (TENDER / EMPANELMENT)	TENDER
14.	LOCATION DETAILS OF WORK SITE	GROUND FLOOR, SHIKSHAK SADAN, KG ROAD, BENGALURU - 560 002
15.	PIN CODE	560 002
16.	PRE-BID MEETING (YES / NO)	NO
16A.	IF PRE-BID YES (GIVE MEETING (PLACE))	NIL

	PLACE)	
16B.	PRE-BID MEETING ADDRESS	NIL
17.	BID OPENING PLACE	SRO BENGALURU
18.	TENDER DOCUMENT FEE (YES / NO)	NO
18A.	IF YES, MENTION AMOUNT (RS.)	NO
19.	PUBLISHING DATE / TIME	10.30 HRS on 05.09.2019
20.	DOCUMENT DOWNLOAD START DATE / TIME	12.00 HRS on 09.09.2019
21.	SEEK CLARIFICATION START DATE / TIME, IF ANY	13.00 HRS on 12.09.2019
21A.	SEEK CLARIFICATION END DATE / TIME, IF ANY	17.30 HRS on 16.09.2019
22.	BID SUBMISSION START DATE / TIME	10.00 HRS on 17.09.2019
23.	BID SUBMISSION CLOSING DATE / TIME	12.00 HRS on 20.09.2019
24.	BID OPENING DATE / TIME	15.00 HRS on 20.09.2019

APPROVED BY NAME & DESIGNATION

REGION / DIVISION : SRO BENGALURU / ADMN

DATE : 04.09.2019